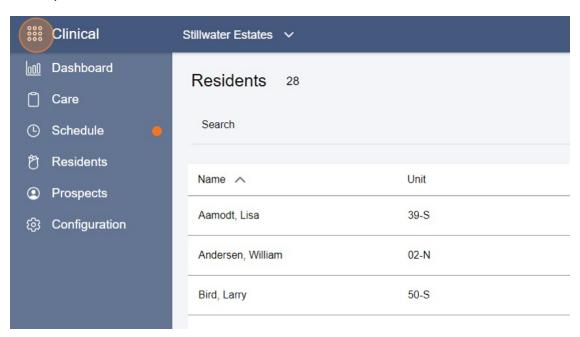
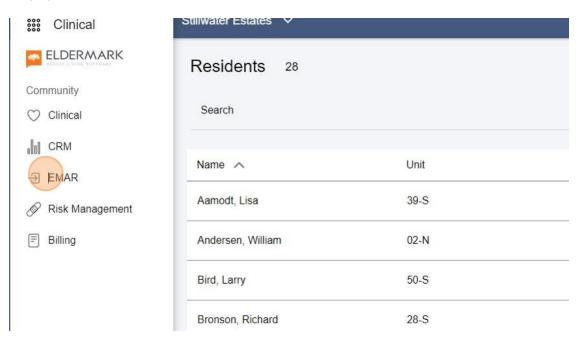
#### **How to Navigate and Perform Tasks in EMAR**

# Made by Megan Mann with Scribe

1. To open EMAR, use the 9 dot menu.



# 2. Click "EMAR"



3. Sign in. Once Single Sign On is complete, this will not be necessary. Prior to demoing, log in to EMAR, then navigate back to clinical. Entry of EMAR signon will not be needed.



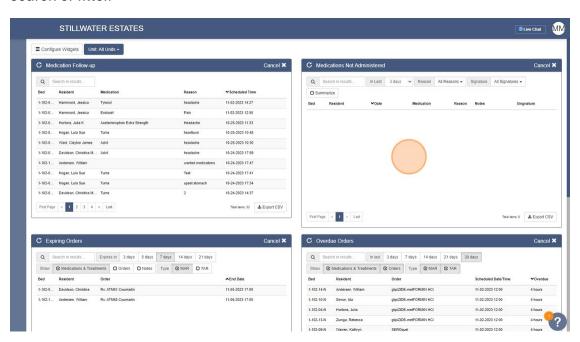
4. EMAR opens to Home, here the community can add internal announcements.



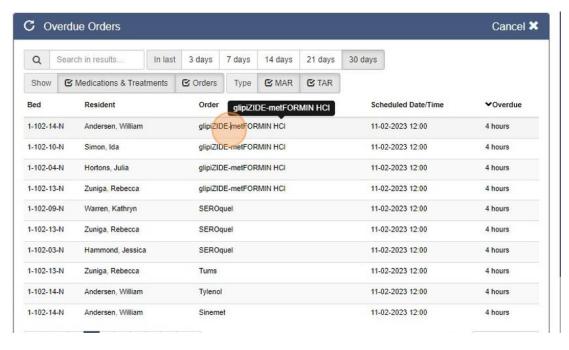
5. Click "Dashboard"



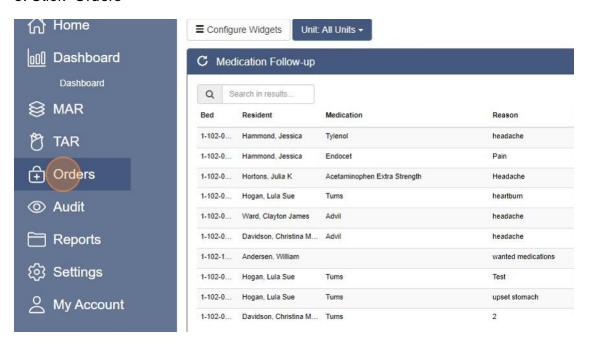
6. You may need to configure Widgets. There are 6 EMAR widgets. Each will have options to search or filter.



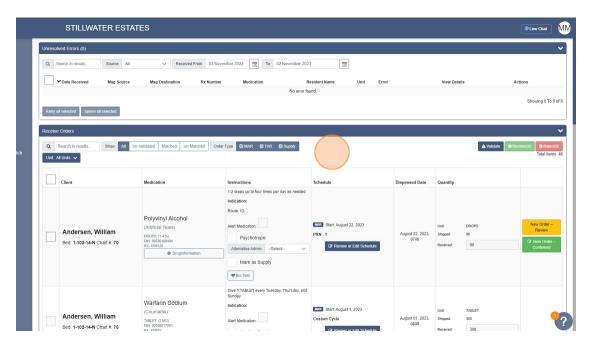
7. Locate Overdue Orders. These are Missed Meds. Clicking on a line will take you to the MAR to complete documentation.



8. Click "Orders"



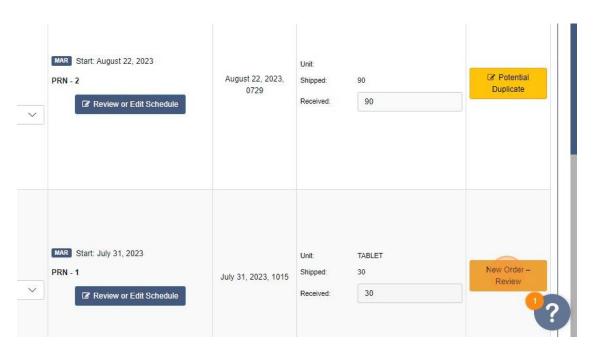
9. Receive Orders will open. This is previously known as Pending Review.



10. Click "Validate"



11. Validation Status will display. Click "New Order - Review"



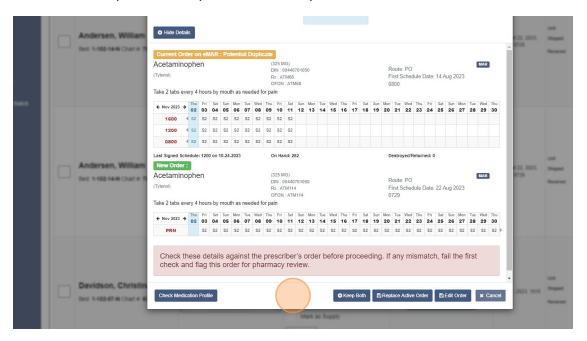
12. The order detail displays with instructions to compare to the physician orders then Click "Confirm New Order"



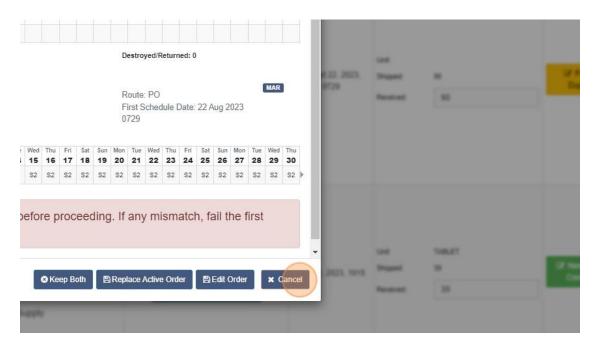
13. Another validation status looks for duplicates. Click "Potential Duplicate"



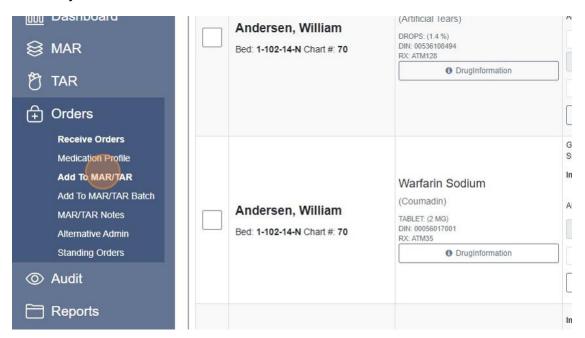
14. Review the potential duplicate and compare.



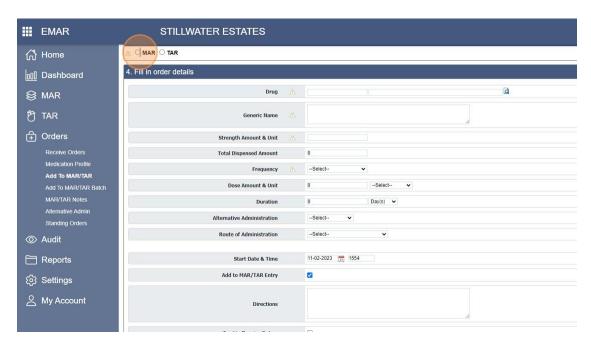
15. Click "Cancel"



16. Receive Orders populates orders from Pharmacy. Alternately, medications can be manually entered. Click "Add To MAR/TAR"



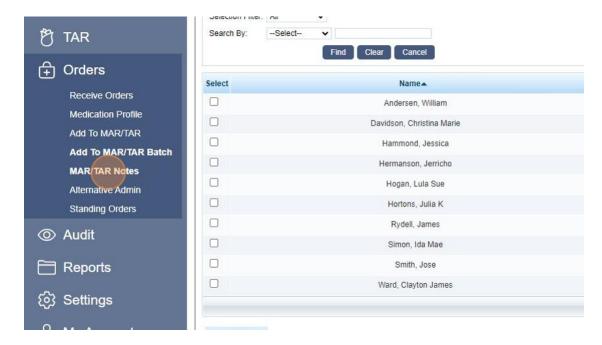
17. The nurse can enter order details. An option is included to send the order to Receive for additional review by staff. This is not required.



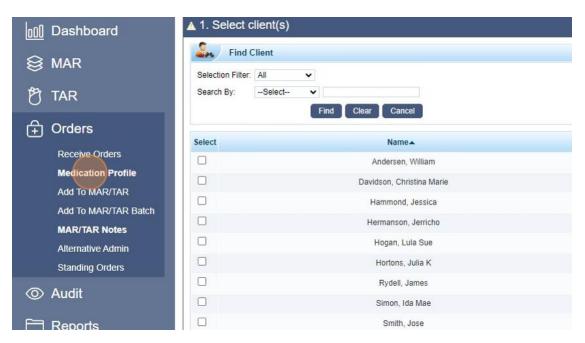
18. Click "Add To MAR/TAR Batch" Her orders can be batch entered.



19. Click "MAR/TAR Notes" Non-Medication MAR Orders are orders that require completion or acknowledgement by staff. MAR Notes as for information order and do not require completion or acknowledgement in the MAR or TAR.



20. Click "Medication Profile" The Profile contains all medications for a Resident.



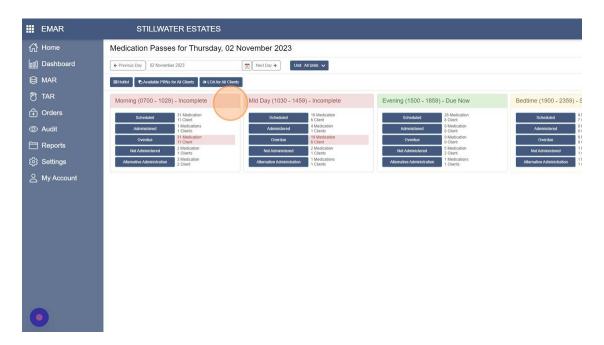
21. Click "Andersen, William"



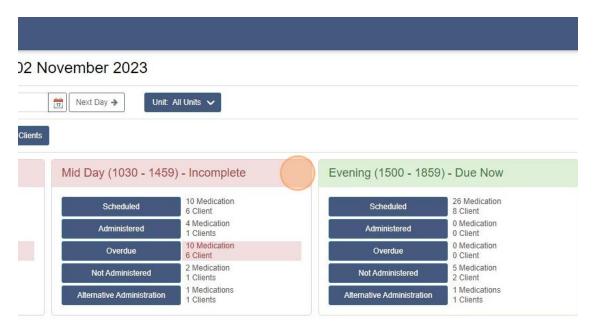
22. Click "MAR" to open the Medication Administration Record.



23. Displayed will be the medication passes as setup by the community. Red passes are incomplete, green are currently due, yellow are future passes.



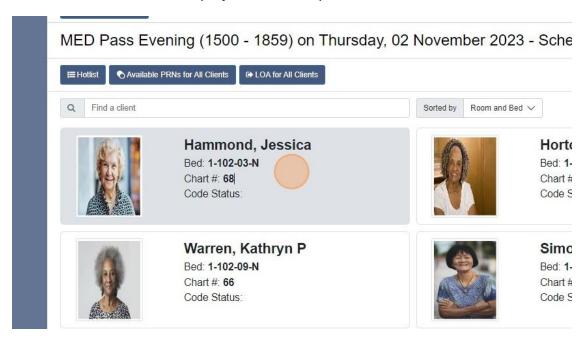
24. Within the med pass will display counts of medications and residents for each of the statuses.



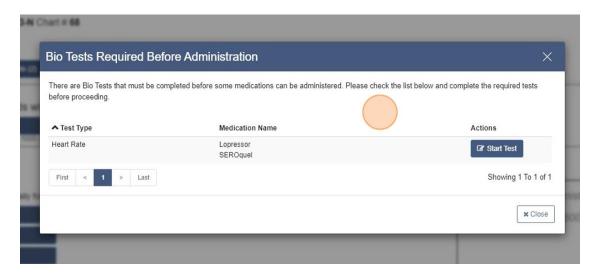
25. Click "Scheduled" to view the pass filtered for those medications currently scheduled.



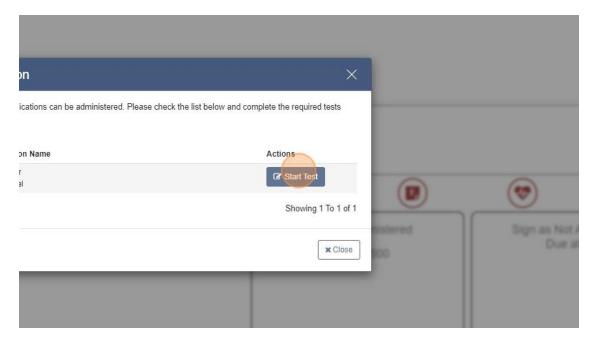
26. The residents will be displayed. Click to open.



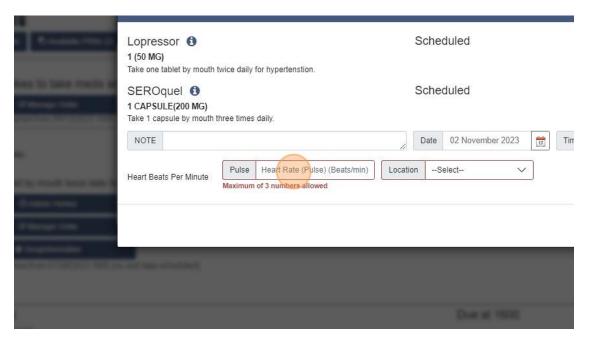
27. If there are any Bio Tests required before administration, they will display. Bio Tests are previously known as Record or Health Monitoring.



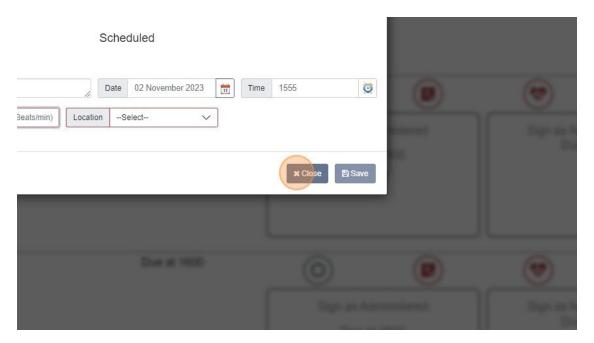
# 28. Click "Start Test"



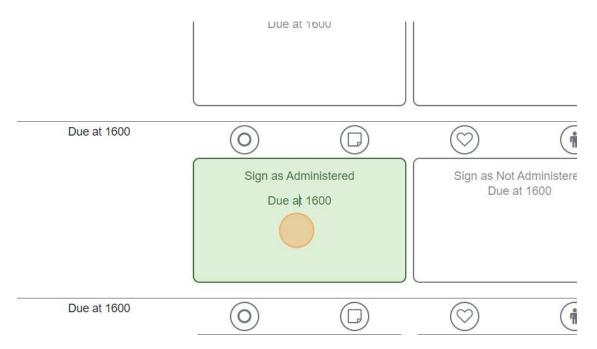
29. Click to enter the bio test details. All fields are required.



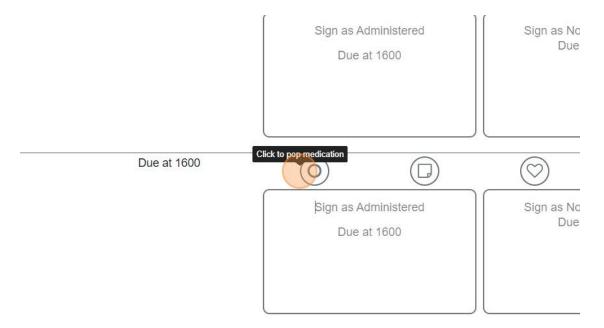
#### 30. Click Save or Close



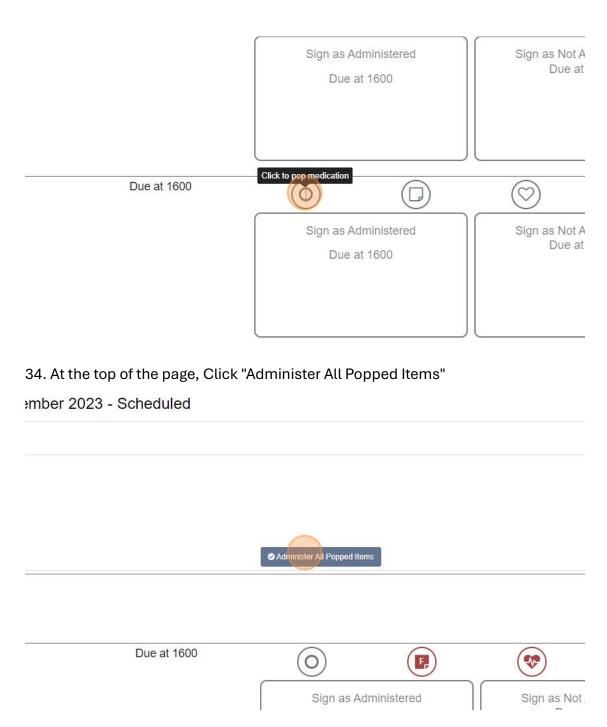
31. To sign off individual medications, click Sign as Administered or Sign as Not Administered.



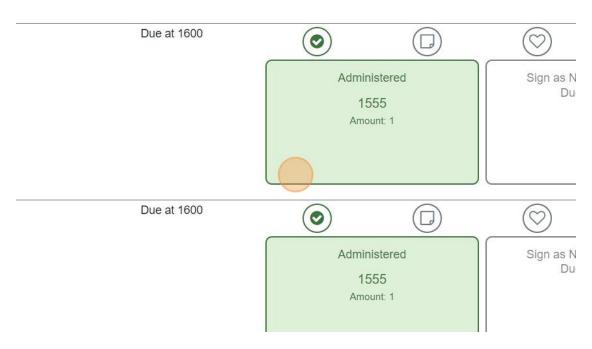
32. The Pop and Dot can be used to mark multiple medications to be administered at the same time.



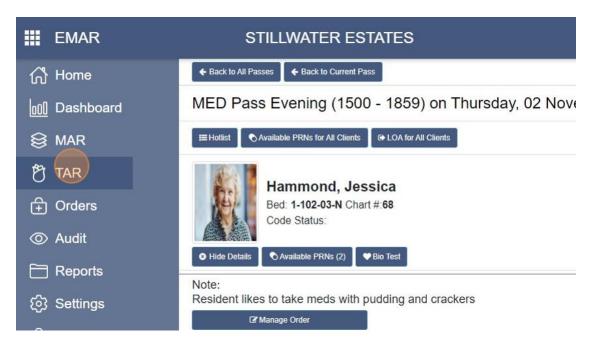
33. Pop additional medications.



35. This will document all "popped" medications at the same time.



36. Click "TAR" New to EMAR is a separate Treatment Administration Record. All features work the same as the MAR.



#### **Made with Scribe**